

TOWN OF PRESCOTT JOB DESCRIPTION

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| Position Title: | Fire Chief |
| Classification: | Non-Union |
| Type: | Part-Time |
| Updated: | January 2021 |
| Reports To: | Chief Administrative Officer (CAO) |

Positions Summary

Reporting to the Chief Administrative Officer (CAO), The Fire Chief will provide leadership, technical expertise, overall management, and operation of Prescott Fire Department, including fire prevention, fire suppression, emergency response, training, Fire Code enforcement, and public education in accordance with applicable legislation.

Key Duties, Responsibilities and Expectations

- Develops and implements fire department plans by establishing goals, objectives, and strategies in consultation with stakeholders; developing, reviewing, and revising plans; and monitoring and communicating the status of fire department plan implementation
- Responds to fire and emergencies while on-duty and off-duty as required
- Takes a lead role, often as Incident Commander, in organizing and assuming command of firefighting and related emergency activities
- Manages all aspects of staffing including recruitment and selection, coaching and disciplinary actions, performance management, and all other people management practices
- Provides quality coaching and leadership to staff in order to maintain teamwork and team support
- Establishes and implements operational guidelines based on best practices, relevant federal, provincial and local legislation and regulations, Occupational Health and Safety (OH&S) regulations, bylaws, permits, policies, guidelines and procedures; applies technical knowledge and expertise to recommend amendments to local regulations related fire and life safety

- Ensures pre-plans are in place for all public, commercial, and industrial properties within the fire protection area
- Prepares and recommends annual budgets. Manages budgets, oversees expenditures, reports variances, and ensures Council directed allocations are complied with.
- Participates in civic programs; emergency program operations and training; fire safety, public education, and prevention programs; attends and addresses groups and meetings; promotes and maintains effective public relations
- Direct and maintain a comprehensive fire prevention program and provides education on fire prevention and life safety
- Collaborates with Town senior management, regional representatives, Town staff to develop and update long-range capital and strategic plans and budgets
- Directs the operation, maintenance, control, repair and replacement of fire hall, all firefighting equipment and other department property, while maintaining accurate records
- Plans and assists in the development and implementation of mutual aid and automatic aid agreements with neighbouring fire departments and industries
- Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities and committees
- Builds strong working relationships with all Town departments to coordinate projects and ensure information flow
- Be the Town lead for investigation of fire investigations to determine cause and origin along with the Office of the Fire Marshall and Emergency Management (OFMEM)
- In the event of an emergency, this position will be a member of the Emergency Operations Centre (EOC)
- Perform related duties where qualified or directed by the CAO.

Critical Skills & Competencies

- Strong working knowledge of firefighting and emergency response, applicable legislative/regulatory standards, budget formulation, local government functions and responsibilities, health and safety, and employee relations practices
- Strong leadership skills and the ability to manage change, conflict, and influence others
- Communicate effectively, both verbally and in writing, to public, staff and elected officials
- Maintain a comprehensive and accurate records management system for all department functions.
- Represent the Town to the public in a professional, courteous, and tactful manner.
- Well-developed problem solving and decision-making skills
- Organize and prioritize work to meet Council directed strategic, financial, and operating goals
- Ability to demonstrate tact and discretion in handling matters of a confidential or sensitive nature and to maintain confidentiality
- Establish and maintain effective working relationships with firefighters, Town staff, elected officials, and outside stakeholders and regulators

Education

- Post-secondary education in fire service administration or related program
- Certificate in Community Emergency Management
- Current Standard First Aid and CPR Certificate
- Valid DZ Driver's License in Good Standing

Experience

- Minimum of 5 years' experience as a Fire Officer in a fire department of equal or larger size
- Minimum of 10 years' experience in firefighting or other emergency service discipline

Working Conditions and Environment

- This position is based at Prescott Fire Hall 302 Centre Street, Prescott, Ontario
- The position is based on a 20-hour work week
- This position requires on-call availability to respond to emergency incidents 24/7 in all types of weather and adverse conditions on a year-round basis. The fire department is a team organization requiring an exceptional ability to cooperate, integrate, and motivate a diverse group of personnel